CLIFTON PARK HALFMOON PUBLIC LIBRARY

Job Description
Part-Time Librarian I – Adult Services / Local History

Job Summary: Reporting to the Head of Adult Services, the Part-Time Librarian I is responsible for planning, organizing and implementing library services and programs for adults. Provides in-person and virtual reference and research assistance to patrons and participates in collection development and maintenance for assigned collections, including the Library's Local History collection. Provides exceptional customer service to patrons in person, by telephone or electronically.

Hours per week: 10 - 17.5 hours per week

Duties:

- Demonstrates a thorough knowledge of professional library principles, public reference service expertise and an understanding of public library operations.
- Provides information and reference services, readers' advisory, and assistance with technology questions.
- Performs professional library work in collection development, including acquisition, evaluation, selection, and weeding of print and/or digital library materials.
- Keeps informed of professional and technological developments through participation in professional organizations, continuing education courses and reading professional materials.
- Instructs patrons, individually or in a classroom setting in the use of the PAC, websites, reference sources and databases and various software programs.
- Collaborates with the Town Historian and colleagues to develop and maintain the Library's local history collections using accepted conservation and preservation treatments.
- Makes local history collections accessible through the development and maintenance of catalogs and finding aids and the digitization of the collection.
- Plans, directs and implements special projects involving the promotion of the Library's local history collections.
- Fosters relationships with nearby cultural intuitions and non-profit organizations.
- Provide tours and assists groups and individuals with access to the local history collections.
- Plans and presents educational and local cultural programs and workshops.
- Performs other assigned duties.

Knowledge and Abilities:

- Demonstrated ability and enthusiasm for working with the public.
- Ability to learn new technologies and adapt to rapidly changing technology environment.
- Working knowledge of common operating systems, software applications and common electronic devices.

- Ability to establish and maintain effective working relationships with Library staff.
- Ability to work in the Library's team setting. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.
- Excellent interpersonal and communication skills, both oral and written.

Communication Skills:

- Ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration.
- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Sitting for extended periods of time

Education and Experience:

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods. AND
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment

Travel Requirements

- Travel is not required for this position.

FLSA Status:

- This position is exempt.

Civil Service Requirements:

- Must be reachable on appropriate Saratoga County Civil Service List.
- A 12 month mandatory probation period is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Clifton Park-Halfmoon Public Library and the employee, and is subject to change as the needs of Clifton Park-Halfmoon Public Library and the requirements of the job change.